

16 January 1951

MEMORANDUM FOR: Deputy Director for Administration  
FROM: Personnel Director  
SUBJECT: Preparation of Federal Income Tax Returns

1. Since the distribution of Forms W2 reporting earnings and tax withheld for the year 1950 during the past few days, a number of employees have inquired as to whether or not assistance in the preparation of Federal income tax returns would be available in the Agency.

2. If it is determined that this Agency will conform to the general practice of other agencies in this regard, it is suggested that the Comptroller be requested to designate employees in the Finance Division to furnish such assistance to CIA employees.

STATINTL



Personnel Director

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(Sent to General Counsel by A-DD/A on 17 Jan for comment and return, via Comptroller. Notice on Buckslip by Mr. Houston on original sent to Mr. Saunders, "If Comptroller's office can assume burden, no objection to assistance on computations. Should not advise in legal problems such as deductability and exemptions unless they have taken current tax courses. Such problems should be referred to Internal Revenue unless security indicates we should first be consulted."

L. R. H.

JK — JK  
RGH  
JJB

WLP.